

# CLARITY

The Business Travel Experts



The background features several thick, bright yellow curved lines that sweep across the page, creating a sense of motion and energy. These lines are arranged in a series of concentric, overlapping arcs that curve from the top left towards the bottom right.

**Go2Book**

**Guide to booking a Rail Journey**



# Rail Search

Go2Book

Flights Rail Hotels Taxi Parking Baskets manager Your basket is empty Help

Search for **trains**

National rail  Airport express

Return for 1 Adult in Standard Favourites

From To Depart Return

Enter a location Enter a location Wed 24 Jul 07:00 Wed 24 Jul 17:00

Extra time to change Add via destination Today Tomorrow Same Day Next Day

More options

Show London underground map.

Add to favourites Search for trains

When booking your train journey, the default search will be for National Rail, although you can quickly change to Airport Express using the radio button at the top of the search section.

- Disable auto discounts
- Prioritise by price
- Open Return
- Apply Railcard/Concession

[Less options](#)

More options allows you to select several options including disable auto discounts, prioritise by price, open return and whether you would like to apply a railcard / concession to the booking.

# London Underground



## Tube map



The search function also allows you to open a map of the London Underground in a new tab which may be saved to access offline.

# Rail Results



Depart: Tue 30 Jul Manchester Piccadilly (MAN) → Euston, London (EUS)				Return: Tue 30 Jul Euston, London (EUS) → Manchester Piccadilly (MAN)				
Earlier		Later		Earlier		Later		
07:01 ↓ 09:00 <a href="#">Direct 1h 59m</a>	07:15 ↓ 09:20 <a href="#">Direct 2h 5m</a>	07:35 ↓ 09:49 <a href="#">Direct 2h 14m</a>	07:54 ↓ 10:16 <a href="#">Direct 2h 22m</a>	17:00 ↓ 19:05 <a href="#">Direct 2h 5m</a>	17:20 ↓ 19:27 <a href="#">Direct 2h 7m</a>	17:40 ↓ 19:50 <a href="#">Direct 2h 10m</a>	18:00 ↓ 20:05 <a href="#">Direct 2h 5m</a>	
<b>Cheapest Single tickets</b>	<b>£148.00</b> CHEAPEST	<b>£148.00</b> CHEAPEST	<b>£148.00</b> CHEAPEST	<b>£175.00</b>	<b>£137.00</b> CHEAPEST	<b>£137.00</b> CHEAPEST	<b>£148.00</b>	<b>£137.00</b> CHEAPEST
Standard Single								
Show more single tickets	▼							
<b>Return Tickets</b>								
The Easy Rider	<b>£259.00</b>	<b>£259.00</b>	<b>£259.00</b>	<b>£259.00</b>	<b>£259.00</b>	<b>£259.00</b>	<b>£259.00</b>	<b>£259.00</b>
Anytime Return	<b>£350.00</b>	<b>£350.00</b>	<b>£350.00</b>	<b>£350.00</b>	<b>£350.00</b>	<b>£350.00</b>	<b>£350.00</b>	<b>£350.00</b>
<b>Split Tickets</b>								
Anytime Day Return (MAN-SOT) The Easy Rider (SOT-EUS)	<b>£229.80</b>	<b>£229.80</b>						

Rail results are displayed with the cheapest ticket first.

Calling points can be displayed by clicking on the 'Direct & time' link.

Split ticketing will appear automatically on available routes.



# Rail Results - Basket

	07:01 ↓ 09:00 Direct 1h 59m	07:15 ↓ 09:20 Direct 2h 5m	07:35 ↓ 09:49 Direct 2h 14m	07:54 ↓ 10:16 Direct 2h 22m	17:00 ↓ 19:05 Direct 2h 5m	17:20 ↓ 19:27 Direct 2h 7m	17:40 ↓ 19:50 Direct 2h 10m	18:00 ↓ 20:05 Direct 2h 5m
<b>Cheapest Single tickets</b>								
Standard Single	£148.00 CHEAPEST	£148.00 CHEAPEST	£148.00 CHEAPEST	£175.00	£137.00 CHEAPEST	£137.00 CHEAPEST	£148.00	£137.00 CHEAPEST
Show more single tickets ▾								
<b>Return Tickets</b>								
The Easy Rider	£259.00	£259.00	£259.00	£259.00	£259.00	£259.00	£259.00	£259.00
Anytime Return 📄	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00
<b>Split Tickets</b>								
Anytime Day Return (MAN-SOT) The Easy 📄	£229.80	£229.80						

<p>Manchester Piccadilly → Euston, London</p> <p><b>07:35</b> View Fare Rules</p>	<p>Euston, London → Manchester Piccadilly</p> <p><b>17:00</b> View Fare Rules</p>	<p>Manchester Piccadilly → Euston, London</p> <p><b>19:05</b> View Fare Rules</p>	<p><b>Total: £285.00</b> 1 adult</p> <p><span>🛒</span> <span>Book</span></p>
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Once you've identified a suitable fare, click on it to add it to the basket at the bottom of the screen.

To remove a fare from the basket, simply click it again.



# Rail Results – Fare Rules

**Fare rules** [Close]

Route Restriction Code	<b>Route Restriction Code</b> Unable to lookup 'Route Restriction Code' 00515
Ticket Type Class	<b>Ticket Type Class</b> Standard
Ticket Type Conditions Description	<b>Ticket Type Conditions Description</b> Travel must be completed on the train service and in the reserved seat as shown on the ticket.
Valid Return Rule	<b>Valid Return Rule</b> N/A
Ticket Type Name	<b>Ticket Type Name</b> Advance Single
Change Rule	<b>Change Rule</b> For credit card paper tickets, Electronic tickets, eTicket, or tickets sent to a Mobile Phone, mTicket, travel plans can be changed at any time before the booked train departs. Self-print tickets can be exchanged but this depends on the train operator, who should be consulted. Changes to tickets cannot
Pre Booking Requirement	
Railcard Discount	
Ticket Type Code	
Child Discount	
Valid Out Rule	
Start Date	

[Ok]

Fare rules are available in the basket for both the outbound and return legs of the journey.

# Rail Results – Reason For Booking



Requires a Booking Reason. ✕

Pick a booking reason from the list below:  
Or click the cross in the top right to cancel.

- Need More Flexible Ticket
- Cancellation Restrictions
- Accompanying Client/Colleague
- Break of Journey Prohibited
- Routing Unsuitable

The background shows a table of rail options with columns for departure times (07:01, 07:15, 07:35, 07:55, 17:00, 17:20) and arrival times (09:00, 09:20, 09:49, 10:16, 19:05, 19:27). Prices are listed as £137.00, £259.00, £350.00, and £229.80. The 'Need More Flexible Ticket' option is highlighted in teal.

If the rail fare is out of policy, you will be asked to add a booking reason from a drop-down list.

This pop up appears for all out of policy bookings across air, hotel, rail and parking.





# Rail Results - Basket

Flights Rail Hotels Parking Baskets manager £262.00 - 1 items

### Your basket

Reset basket

Depart	Tue 13 Aug	07:01	Direct -	09:00	Advance Single SP MOB eTKT	£262.00 1 Adult
Virgin Trains	MAN		→	EUS		
Return	Tue 13 Aug	17:00	Direct -	19:05	Advance Single	Book
Virgin Trains	EUS		→	MAN		

Save basket Start booking

Once the fare is added to your basket you can save it for later or begin booking.

Before you proceed, double check the times, dates and price.



# Rail Results – Add Passenger

1 Passenger details    2 Choose rail seat    3 Booking details    4 Confirm rail seat

**Passenger details**

Passengers for rail bookings:

Passenger 1 (Adult)

[Add my details](#)

[Add company user](#)

[Next](#)

**Your basket** [Edit basket](#)

Depart Tue 13 Aug  
07:01 Manchester Piccadilly → Euston, London  
£262.00

Return Tue 13 Aug  
17:00 Euston, London → Manchester Piccadilly  
£262.00

**Before proceeding you need to add the passenger details.**

**Here you can add your details (taken from your profile) or add another company user. You can search via email, surname or employee number.**

# Rail Results – Seat Selection



Seats for rail journey: Manchester Piccadilly ↔ Euston, London

Outward Journey:  
Seats are mandatory

No Seat  Seat  Specific Seat

Direction: Location: Position:

Return Journey:

No Seat  Seat  Specific Seat

Direction: Location: Position:

Please select any special options you prefer from the list below:

<input type="checkbox"/> Video	<input type="checkbox"/> Table
<input type="checkbox"/> Power	<input type="checkbox"/> Internet
<input type="checkbox"/> Near luggage	<input type="checkbox"/> Near toilet
<input type="checkbox"/> Near buffet	

Next, you can select your seat for the journey (on available routes) based on the direction of travel, location and position.

You can also select special preferences such as near plug sockets, toilets or luggage racks.

# Rail Results – Seat Confirmation



1 Passenger details      2 Choose rail seat      3 Booking details      4 **Confirm rail seat**

Rail Item 1  
(Manchester Piccadilly ↔ Euston, London )

**Outbound Journey Seat Assignment:**

Manchester Piccadilly - Euston, London ^

Traveller: Mr Demo User, Carriage: B, Seat: 22, Position: Near Lounge, Location: Unknown Location  
Attributes: Window View, Window seat, Facing, Near Lounge.

**Return Journey Seat Assignment:**

Euston, London - Manchester Piccadilly v

Change seat selection below

**Confirm seat selection**

**Before completing the booking, confirm your seat selections on the outbound and return legs of your journey.**

**If you are unhappy with your selection, you can check the change seat selection box to be reallocated.**



# Rail Results – Business Purpose

Rail Options for Mr Demo User:

Proof Of Id:

CreditCard (CC) ▾

Company Name:

ABC

Cost Centre:

ABC

Employee Number:

1234

Business Purpose:

Enter Value:

## Business Purpose:

Event / Roadshow ( Office)

Event / Roadshow (Off Site)

Meeting ( ABC Office)

Meeting (Off Site)

Training ( ABC Office)

When completing your details in the booking screen you will need to add the purpose of your journey.

You can select this from the drop-down box provided.

# Rail Results – Ticket Queue



**Cost Centre:**

  
**Employee Number:**  
**Business Purpose:**  
**Global Rail Options**

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**Queue:**

- Fast Ticket from Station
- Mobile Ticketing
- Self Print Ticketing (Plain Paper Ticket)

**Collect Rail Ticket From:**

Select your method of delivery from the ticket queue.


On most routes the option of eTicket is now available.

You may also have :  
TOD (ticket on departure) Collection, Fast ticket collection from the station of your choice, Mobile ticketing or Self print ticketing.



# Rail Results – Booking Confirmation

Flights Rail Hotels Parking Baskets manager Your basket is empty





**Booking Complete**

Thank you for booking your travel with Go2Book, we hope you enjoy your rail .

**Your booking reference is: 48018692**

Your confirmation email will be sent to: [Email address]

Your trip will be visible within Go2Mobile, featuring push notifications and important travel information.  
If you don't have the app, you can download it via the links below:

You will then be taken to a screen confirming your booking and providing a reference. You will then receive your Trip Planner confirmation email.

You will be prompted to follow links to download our interactive itinerary mobile app, Go2Mobile.

To view a short training video please click [Clarity guide to booking a rail journey](#)

The background features several thick, bright yellow concentric arcs that are open on the right side, creating a sense of movement and energy. The arcs are centered around the text.

**Thank you**